



# San Antonio Police Department

FORGERY DETAIL

214 W. NUEVA

SAN ANTONIO, TX 78207

(210)-207-7451 OFFICE

(210)-207-4070 FAX

## Identity Theft Complaint Packet



The San Antonio Police Department Forgery Detail has been assigned the follow-up investigation for Identity Theft. (SAPD case # \_\_\_\_\_) If you have not made a police report you can make one over the phone or have an officer come to your home or business by calling 207-7273.

Specific documentation is needed in order to prosecute these types of cases. This packet will serve as a guide so that your complaint may be reviewed and handled in the most efficient manner possible.

The information contained therein is the minimum required for an indictment by the Bexar County Grand Jury. More information may be required. It is important that all forms contained within this packet, which are pertinent to your case, be filled out and returned.

### NOTE:

\*The Complainant or Witness Statement Information Supplement must be attached for each witness that can offer relevant testimony in this matter. For more copies, photocopy any of the attached documents as required.

\*Within the complaint packet is a document checklist that will aid you during your research of the incident. Attach photocopies (no originals please) of all related reports, documents or any other paperwork that may have a bearing on this matter.

As you can see, Identity Theft is a serious and time-consuming matter, demanding your full cooperation and patience. Once you have completed the attached forms, please send them to the Forgery Detail of the San Antonio Police Department. Upon arrival of the complaint packet it will be reviewed for solvability factors that will determine if the case will be assigned for further investigation. Thank You.

Forgery Detail  
San Antonio Police Department

# Criminal Complaint Forms

This complaint package is provided to initiate an investigation into violations of the Laws of the State of Texas. We recommend that you consult with your own attorney to determine your legal rights and civil remedies in this matter prior to filing this complaint.

## INSTRUCTIONS

- 1) PLEASE TYPE OR PRINT LEGIBLY
- 2) The attached forms must be as complete and accurate as possible so that your case may be properly evaluated for criminal prosecution.
- 3) Any sections that are not applicable to your case must be noted with N/A.
- 4) **Statement of Facts:** Describe the exact nature of the complaint in the order in which they occurred. Be as complete as possible answering who, what, when, where, how, and why. Explain all documentation submitted and introduce all the witnesses and their involvement. **Do not use "see the above" as a statement.** Some duplication maybe required. The statement of facts form is located on page 8. A completed Statement Information Supplement included on page 10 must accompany all written statements.

**Witness statements:** A criminal complaint is comprised of physical evidence and witnesses. The written statements of the witnesses will be a crucial part of the case. Use the format on page 9 for each witness statement. A completed Statement Information Supplement included on page 10 must accompany all written statements.

- 5) All statements should be notarized.
- 6) For your convenience, this packet may be mailed to:

<b>Mailing address:</b> San Antonio Police Department	<b>Physical address:</b> 214 W. Nueva
Forgery Detail	San Antonio, Tx 78207
P.O. Box 839948	
San Antonio, TX 78283-9948	

- 7) The Bexar County Grand Jury and the Bexar County District Attorney's Office may examine these forms. They should be neat, understandable, accurate in detail, and in a chronological order of events. Be sure to include all dates, times, places, evidence, and individuals involved. (Who, What, When, Where, and How).
- 8) Included on page 11 is a form to assist you with obtaining a copy of your credit report from Experian, Equifax, and Transunion.

## What to do if you are an Identity Theft Victim

1. Please contact one of the three major credit bureaus and place a fraud alert on your credit report. The credit bureaus recently agreed to exchange information. By contacting one credit bureau, the other two will automatically be notified:

Experian 1-888-397-3724 or [www.experian.com](http://www.experian.com)

Trans Union 1-800-680-7289 or [www.transunion.com](http://www.transunion.com)

Equifax 1-800-525-6285 or [www.equifax.com](http://www.equifax.com)

2. Please contact the Federal Trade Commission (FTC). They have been tasked to compile statistics and assist identity theft victims with resources and information. The FCT victim database is also used by law enforcement agencies for investigations. The FTC provides an excellent booklet for victims entitled, "Take Charge: Fighting Back Against Identity Theft." [www.consumer.gov/theft](http://www.consumer.gov/theft)
3. The Identity Theft Resource Center is another excellent resource for victims. The center was developed by a former victim in San Diego and is now considered a leading expert on identity theft. [www.idtheftcenter.org](http://www.idtheftcenter.org)
4. **Social Security Administration, Fraud Hotline 1-800-269-0271**

## Identity Theft Prevention

- **DO NOT** carry your Social Security Card in your wallet or purse. Also minimize the identifying information and the number of credit cards you carry to what you'll actually need.
- **DO NOT** leave your checkbook, wallet, credit card(s), or purse in your vehicle.
- **DO** deposit outgoing mail in post office collection mailboxes or at your local post office. **DO NOT** leave in unsecured mail receptacles.
- **DO NOT** give personal information over the phone or Internet. Phishing scams have quickly become one of the most prevalent methods of obtaining a person's identifying information over the internet.
- **DO** limit personal information on necessary public distribution items (checks, business cards).
- **DO** opt out of receiving pre-screened credit card offers in the mail.

**1-888-5OPTOUT (1-888-567-8688)**

- When you are opening a new account, **DO** ask that a password be used before any inquiries or changes can be made on the account. Memorize all your passwords and **DON'T** write them in your wallet or purse.
- **DO** purchase a home shredder and destroy any old checks from closed accounts that you may have stored at your home or storage unit. Shred your charge receipts, copies of credit applications, insurance forms, physician statements, bank checks and statements that you are discarding, expired credit cards and credit offers you get in the mail.
- **DO** make sure you receive your credit card back from the cashier after you complete your transaction.
- As of June, 1st, **DO** order a free copy of your credit reports at:  
[www.annualcreditreport.com](http://www.annualcreditreport.com)

## **DOCUMENT CHECKLIST**

- Copies of bank records & bank record affidavit for the business account.
- Copies of checks, credit card statements, receipts, or invoices related to the act.
- Copies of your three credit reports (Experian, Equifax, Trans Union)
- Copies of your work history from the Social Security Administration
- Copies of collection notices from the fraudulent accounts
- Copies of the letter(s) from the IRS in regard to taxes you owe for unclaimed wages earned for any given year that you did not receive. (fraudulent)
- Copies of your Texas ID or Drivers license and social security card
- If you are disputing arrests on your record you will need to be fingerprinted in the Identification Unit and have them verified.

**\*For the documents listed above where copies only are requested, list the person who is in custody and control of the originals:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

## **Solveblity Factors**

There are several factors that determine wheter or not a complaint will assigned for further follow up investigation such as:

- Is there a known suspect and is there a relationship with the complainant (i.e. family member, spouse, roommate, etc.)
- Did the offense occur within the city limits of San Antonio
- Are the criminal elements present to constitute an Identity Theft offense

## Complainant / Witness Information Form

1.

Full Name of the Complaining Person \_\_\_\_\_ Title \_\_\_\_\_

Company Name and Full Address (including ZIP Code) \_\_\_\_\_

Home Address (including ZIP Code) \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Fax Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_ Drivers License No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

2.

Full Name of the Witness \_\_\_\_\_ Title \_\_\_\_\_

Company Name and Full Address (including ZIP Code) \_\_\_\_\_

Home Address (including ZIP Code) \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Fax Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_ Drivers License No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

3.

Full Name of the Witness \_\_\_\_\_ Title \_\_\_\_\_

Company Name and Full Address (including ZIP Code) \_\_\_\_\_

Home Address (including ZIP Code) \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Fax Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_ Drivers License No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

( ) Check here if there are additional witnesses.

**IF THERE IS MORE THAN 3 WITNESSES PHOTOCOPY THIS PAGE AND INCLUDE THE ADDITIONAL PAGE IMMEDIATELY AFTER THIS PAGE IN THE PACKET.**

## Suspect(s) Information Form

1.

Full Name of Suspect \_\_\_\_\_ Job Title if Applicable \_\_\_\_\_

Suspects Alias Names \_\_\_\_\_

Suspects Full Address (including ZIP Code) \_\_\_\_\_

Suspects Phone Number \_\_\_\_\_ Other Phone Numbers (relatives, associates, other work, etc.) \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Other Physical Identifiers \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State \_\_\_\_\_ Social Security No. \_\_\_\_\_ Other \_\_\_\_\_

2.

Full Name of Suspect \_\_\_\_\_ Job Title if Applicable \_\_\_\_\_

Suspects Alias Names \_\_\_\_\_

Suspects Full Address (including ZIP Code) \_\_\_\_\_

Suspects Phone Number \_\_\_\_\_ Other Phone Numbers (relatives, associates, other work, etc.) \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Other Physical Identifiers \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State \_\_\_\_\_ Social Security No. \_\_\_\_\_ Other \_\_\_\_\_

3.

Full Name of Suspect \_\_\_\_\_ Job Title if Applicable \_\_\_\_\_

Suspects Alias Names \_\_\_\_\_

Suspects Full Address (including ZIP Code) \_\_\_\_\_

Suspects Phone Number \_\_\_\_\_ Other Phone Numbers (relatives, associates, other work, etc.) \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Other Physical Identifiers \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State \_\_\_\_\_ Social Security No. \_\_\_\_\_ Other \_\_\_\_\_

**IF THERE IS MORE THAN 3 SUSPECTS PHOTOCOPY THIS PAGE AND INCLUDE THE ADDITIONAL PAGE IMMEDIATELY AFTER THIS PAGE IN THE PACKET.**

## Fraudulent Accounts

The following account(s) was/were opened in my name without my knowledge, permission, or authorization using my personal information or identifying documents:

**Creditor Name/Address**

**Account Number**

**Date opened**

### Account Balance

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## STATEMENT OF FACTS

**STATE OF TEXAS**  
**COUNTY OF BEXAR**

Page \_\_\_\_ of \_\_\_\_

Before me, the undersigned authority in and for the State and County aforesaid, on this day personally appeared \_\_\_\_\_ who being by me first duly sworn upon his/her oath deposes and says:

My name is \_\_\_\_\_ and I am \_\_\_\_\_ years old. I was born on \_\_\_\_\_

I have read my statement and it is true and correct. I will appear in court and testify to the facts in this case if necessary.

Signature \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ of \_\_\_\_\_, 200\_\_.

SEAL

*Notary Public in and for Bexar County, Texas*

**WITNESS STATEMENT**

Before me, the undersigned authority in and for the State and County aforesaid, on this day personally appeared \_\_\_\_\_ who being by me first duly sworn upon his/her oath deposes and says:

My name is \_\_\_\_\_ and I am \_\_\_\_\_ years old. I was born on \_\_\_\_\_

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I have read my statement and it is true and correct. I will appear in court and testify to the facts in this case if necessary.

Signature \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ of \_\_\_\_\_, 200\_\_.

**SEAL**

\_\_\_\_\_  
*Notary Public in and for Bexar County, Texas*

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# San Antonio Police Department

## Statement Information Supplement

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**Note:** *This information is strictly confidential and only for Police and DA's official records!*

**Name:** (last, first, mi.) \_\_\_\_\_

**Home Address:** (number, street, city, zip) \_\_\_\_\_

**Business Address:** (number, street, city, zip) \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Work Phone Number:** \_\_\_\_\_

**Race:**

**SEX:**

**AGE:**

**DOB:**

**Married** Yes:\_\_\_\_ NO:\_\_\_\_ **Name of Spouse:** \_\_\_\_\_

**Drivers License #** (state & number) \_\_\_\_\_

**SSN:** \_\_\_\_\_

**NEAREST RELATIVE OTHER THAN SPOUSE:**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Date of Contact:** \_\_\_\_\_

**Time of Contact:** \_\_\_\_\_

**Location of Contact:** \_\_\_\_\_

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**Comments:** \_\_\_\_\_

